

APPENDIX 1

Form C

Request for access to record of private body

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
[Regulation 10]

A Particulars of private body

The Head:

B Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.*
(b) The address and/or fax number in the Republic to which the information is to be sent must be given.
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
(b) You will be notified of the amount required to be paid as the request fee.
(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required: Mark the appropriate box with an X.

NOTES:

(a) Compliance with your request in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1 If the record is in written or printed form:

copy of record*

inspection of record

2 If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

View the images

Copy the images*

Transcription of the images*

3 If record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette)

Transcription of soundtrack*

(written or printed document)

4 If record is held on computer or in an electronic or machine-readable form:

Printed copy of record*

Printed copy of information derived from the record*

Copy in computer readable form*

(memory stick or compact disc)

* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

A postal fee is payable

G Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1 Indicate which right is to be exercised or protected:

2 Explain why the record requested is required for the exercise or protection of the aforementioned right:

H Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ This _____ day of _____ 2011

**SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE**

**APPENDIX 2
CHARGE SHEET FOR ACCESS TO INFORMATION
ACT 2/2000 REQUESTS**

REQUESTER'S DETAILS

Name _____

Address _____

Ref No _____

PREPARED BY:

Name _____

Date _____

Signature _____

Approved (Manager) _____

1. ACCESS FEES FOR REPRODUCTION

1.1 For every photocopy of an A4-size page or part thereof R 1.10

1.2 For every photocopy of an A4-size page or part thereof held on a computer or
in electronic or machine-readable form R 0.75

1.3 For a copy in a computer-readable form on memory stick R70.00

1.4 For a copy in a computer-readable form on compact disc R70.00

1.5 For a transcription of visual images for an A4-size page or part thereof R40.00

1.6 For a copy of visual images R60.00

1.7 For a transcription of an audio record for an A4-size page or part thereof R20.00

1.8 For a copy of an audio record R30.00

2. ACCESS FEE FOR TIME SPENT

The time reasonably required to search for the record for disclosure and

Preparation 30.00/hr or part thereof

3. REQUEST FEE

For a request for access to a record by a person other than a personal

Requestor R50.00

4. DEPOSIT

4.1 One third of the access fee is payable as a deposit by the requester

4.2 Six hours as the hours to be exceeded before a deposit is payable

5. POSTAL FEE

When a copy of a record must be posted to the requestor

R 9.75

6. APPEAL FEES

For lodging an internal appeal by a requester against the refusal of his/her request for access to a record

R50.00

7. VAT

Private bodies registered under the Value Added Tax Act, 1991 (Act No. 89 of 1991) as vendors may add VAT to all the prescribed fees in terms of these regulations.